



Maryland Judiciary

Job Announcement

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Opening Date:	July 23, 2015	Closing Date:	August 6, 2015
Job Title:	District Court Clerk I/II	Position Type:	Regular Full Time
PIN:	069649	FLSA Status:	Non-Exempt
Location:	District 12, Allegany County Cumberland, Maryland	Grade/Salary:	Level I J5 \$28,973 - \$34,289 Level II J6 \$30,761 - \$36,447
		Financial Disclosure:	No

Essential Functions: Performs specialized clerical work and cashiering functions involving civil, landlord/tenant domestic violence, peace order court proceedings. Greets and assists the public, police, attorneys and court personnel. Responds to inquiries regarding the proper completion of various court related forms and provides information regarding court policies and procedures. Operates a cash register, validates and collects all monies, fines, fees and costs assessed and collected by the court. Prepares case files and ensures all necessary documents are complete and accurate in accordance with established court procedures. Enters new cases and updates existing case information into the District Court's data systems. Provides information and assistance to citizens, lawyers and police officers at the counter and over the phone. Performs other duties as assigned.

Education: High school diploma or GED.

Experience: Level I - Two years of general clerical work experience.
Level II - Experience above, plus one year of Court experience.

Note: Applicants may substitute education at an accredited college or university for the required experience at the rate of 30 semester credit hours for each year of experience.

Preferred: Previous cashiering experience with accounting responsibilities. Data entry skills

Skills/Abilities: Knowledge of modern office practices, procedures and equipment. Ability to learn and apply District Court procedures, forms and documents pertaining to Civil Division. Ability to operate a personal computer and learn court specific applications. Ability to communicate effectively with the public and provide information both in person and on the telephone. Ability to communicate with court personnel and other court related agency staff. Ability to maintain and use filing systems. Ability to use basic English and arithmetic. Ability to be polite and exercise tact as well as understanding in stressful situations. Ability to diffuse tense situations and not take customer comments personally. Ability to understand and follow written and verbal instructions as well as solve routine problems. Ability to work on a team and respect the supervisor. Ability to work effectively, set priorities and perform multiple functions at the same time. Ability to exercise independent judgment and initiative. Ability to stay current with applicable laws and learn new functions. Ability to perform all essential functions of the position.

All applicants must complete a Maryland Judiciary Employment Application to be considered for this position (unsigned applications will not be accepted). The candidate selected for this position will be subject to a background check.

Materials must be received at the address below by 4:30 p.m. on the closing date. The Human Resources Department will not be responsible for applications sent to any other address.

Maryland Judiciary
Human Resources Department
580 Taylor Ave., Bldg. A-1
Annapolis, MD 21401
Email: jobs@mdcourts.gov

The Maryland Judiciary is a drug-free workplace and an equal opportunity employer, committed to diversity in the workplace. The Maryland Judiciary does not discriminate against an applicant because of an individual's race, color, religion, sex, sexual orientation, pregnancy, national origin, age, disability, or genetic information. Applicants who need an ADA Accommodation for an interview should request the accommodation when notified of a request to be interviewed. Applicants must be United States citizens or eligible to work in the United States.